



# Legal Assistant 2 Positions Available Yellowstone County Equal Opportunity Employer



*Yellowstone County encourages applications from diverse candidates  
and candidates who support diversity.*

**Posting Date:** November 2, 2020

**Department:** County Attorney

**Salary:** \$18.08/hour

**Grade:** E **FLSA:** Non-Exempt

**Hours:** Monday – Friday, 8:00 a.m. – 5:00 p.m.\*

\*Overtime as required

**Applications must be submitted by 5:00 p.m. on November 17, 2020**

**FUNCTION:**

Full-time position, which provides paralegal, secretarial, and related administrative support operations for the County Attorney's Office; assists with preparing and filing of court documents; does related work as required. The work is performed under the general direction of assigned attorneys, the Office Administrator, and the Legal Office Supervisor.

**REQUIRED:**

- Graduation from high school or GED; **and**
- Associate's Degree in Paralegal Studies, Legal Assistant, Criminal Justice, or closely related field; **and**
- One (1) year of paralegal, legal assistant, medical administrative assistant, or legal secretary experience; **or**
- Any equivalent combination of experience and training totaling three (3) years.

**CERTIFICATIONS:**

- Notary Public within six (6) month probationary period.

**DESIRED:**

- Experience with Adobe Acrobat, JustWare, Sanction, PbK, LaserFiche, LERMS, and CJIN;
- Type 50 WPM;
- Proficiency with Microsoft applications.

*Job description available upon request.*

**TO APPLY:**

**Submit by 5:00 pm on November 17, 2020:**

1. **County Application**
2. **Resume**
3. **Names, addresses and phone numbers of three (3) employment-related references**

To: Human Resources, Room 106, Yellowstone County Courthouse or to Montana Job Service, 2121 Rosebud Drive, Billings, MT. **Late or incomplete materials will not be considered.**

Download application at [www.co.yellowstone.mt.gov](http://www.co.yellowstone.mt.gov)

Applicants who require special accommodation due to disability should contact the Human Resources Office at 256-2705.

**NOTE:** If this position becomes available within 90 days the same applicant pool may be considered.